



SENIOR CONSULTANTS – ***“Classification Specialist” and “HR Generalist”***

\$64,816 to \$81,020 Plus Opportunity for Performance Bonuses

THE ORGANIZATION

CPS Human Resource Services functions as a self-supporting public agency to assist public/non-profit sector employers in developing and enhancing their human resource programs. CPS offers a full range of professional services to include: HR consulting, test development/administration, and executive recruitment. [Click here](#) to learn more about our organization.

THE POSITION

Our Professional Consulting Services Group has immediate vacancies for a **Classification Specialist** and **HR Generalist** with **public sector** experience in the following functional areas: classification; compensation; training; organizational assessment and analysis; strategic planning; and project management. The ideal candidate will possess skill sets in more than one of the above listed areas.

ESSENTIAL JOB FUNCTIONS AND KSA's:

- Communicates with internal and external clients to determine project needs; outlines scope of work, project timelines, and cost estimates; prepares proposals, letters of agreement, and contracts that are typically approved by a manager prior to submission.
- Conducts salary studies, classification studies, position audits, organizational development studies, recruitments, and other complex consulting projects as appropriate to client needs.
- Serves as a human resources analyst for public agencies, which involves traveling to the agency to perform a variety of personnel duties, such as recruitment, selection, classification, compensation, and labor relations.
- Compiles, organizes, analyzes and interprets data for projects and reports; prepares and presents recommendations
- Principles and practices of human resources public sector agencies
- Principles and practices of public agency recruitment, selection, classification and compensation
- May serve as an effective project manager, prepare cost estimates, and monitor project budgets.
- Plan, schedule and complete assigned tasks with minimal guidance and supervision
- Strong organizational and planning skills
- Excellent communication and interpersonal skills
- Multi-tasking competencies to manage multiple efforts or projects
- Proficiency in MS Windows and MS Office 2000 applications (Outlook, Word, PowerPoint, Excel and Access) MS Project highly desirable

QUALIFICATIONS:

The ideal candidate will possess a Master's degree in Human Resource Management, Business, Public Administration or related field. A Bachelor's degree in one of the above fields is required. Candidates who lack a degree may substitute additional qualifying experience. Two years professional experience in public sector human resources or personnel desired.

IPMA Certified Professional (IPMA-CP) or Certified Specialist (IPMA-CS) or SHRM certification is also highly desired.

BENEFITS: Our excellent benefits package includes; health, dental, vision, life, retirement, and many other competitive benefits. To learn more about our benefit programs, please [click here](#).

SELECTION PROCESS: Qualified candidates must complete the online application form at [Job Opportunities](#). Faxes and resumes will not be accepted during the initial recruitment phase. Applications will be reviewed for related experiences, appropriate level, and education. The most qualified candidates will be sent a [supplemental questionnaire](#) and may be invited to participate in an oral interview once questionnaire is completed. The selected candidates must complete a background check.

FINAL FILING DATE: **Open Until Filled.**

CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER